



Arkansas Department of Health and Human Services
Division of Youth Services

Policy No. 100.4 **Pages:** 3 **Manual:** Finance and Administration

SUBJECT: Hiring Process **EFFECTIVE DATE:** Rev: July 1, 2005

CHAPTER: 100 – Personnel & Organization Management **ATTACHMENTS:** _____

REFERENCE: DHS Policy 1069, **AUTHORIZED BY:** J. Kenneth Hales
Governor's Policy Directive #8,
DHS Administrative Procedures Manual, Chapter 801
DFA, OPM Section 210; 215 and 220.

I. POLICY:

Division of Youth Services (DYS) classified employee hiring process will be conducted in a timely and efficient manner in order to support division personnel requirements. Personnel hiring process shall conform to applicable Department of Human Services (DHS) Policy and Procedures, Department of Finance and Administration Procedures, Governor's Office Directives, and applicable federal and state laws.

II. APPLICATION:

All DHS supervisors and managers.

III. DEFINITIONS:

DHS Forms: Refers to a specific form identified by a number associated with agency policy and procedure. The DHS forms referred herein can be found on the DHS webpage in DHS Gold, Forms/Pub manual.

Hiring Official: DHS manager/supervisor.

IV. PROCEDURES:

A. To initiate the process to hire personnel, the following DHS forms are completed by the hiring official and submitted to the Division personnel analyst.

1. DHS Form 1132 – Hiring Freeze Exception Request Form.
2. DHS Form 1158 – Functional Job Description.

B. Completion and routing procedures for Form 1132 – Hiring Freeze Exception Request Form:

1. Personnel analyst logs form into tracking spreadsheet. The personnel analyst updates the tracking spreadsheet at each step to reflect the status and current

location of the request.

2. Request is forwarded to DYS director for approval.
3. The approved/disapproved request is returned to personnel analyst by the Division director's administrative assistant.
4. An approved request is forwarded to DHS Personnel Office for continuation of processing.
5. A disapproved request is returned to the hiring official.
6. An approved/disapproved freeze exception request is returned to the personnel analyst by the DHS personnel office.

C. Job Vacancy Request:

1. A DHS Job Vacancy Request Form (DHS Form 1138) is completed by the hiring official and he/she attaches a copy of the Functional Job Description (DHS Form 1158) for the vacant position. A packet is submitted to the Division's personnel analyst for further processing through the DHS personnel office.
2. Intra-division procedures for processing the Job Vacancy Request Form are:
 - a. Upon receipt of the initial packet the personnel analyst will log the Job Vacancy Request (DHS Form 1138) into a tracking sheet.
 - b. The job Vacancy Request is then forwarded to the Division director for approval.
 - c. The director's administrative assistant will return the approved, or disapproved Job Vacancy Request to the personnel analyst.
 - d. If disapproved, the personnel analyst will return the Job Vacancy Request to the hiring official.
 - e. If approved the personnel analyst will process the request.

D. Position Disposition Form, DHS 1159:

1. Personnel analyst receives Position Disposition Form from DHS Recruitment via e-mail.
2. Personnel analyst extracts copy of each application and submits to hiring official along with Position Disposition Form.
3. Hiring official commences hiring process.

E. Hire Packet:

1. Hiring official coordinates drug testing process with the DYS personnel analyst.
2. Drug Test Results Notification e-mailed to hiring official or designee.

3. Hiring official completes hire packet and obtains supervisor and assistant director approval.
4. Hiring official submits hire packet to personnel analyst.
5. Personnel analyst reviews for accuracy and completeness and submits to the DYS director for approval. If corrections to the packet are required the personnel analyst will return the hire packet to the hiring official for correction prior to sending the packet to the Division director for final approval.
6. DYS director returns hire packet to personnel analyst.
7. Personnel analyst copies selectee's information and creates a personnel file for the new employee.
8. The hire packet is returned to DHS Personnel Office by the personnel analyst.

F. Employment Procedure:

1. After DYS director approval, hiring official notifies selected applicant and other applicants of decision.
2. The hiring official will:
 - a. Ensure the new employee begins completing the division's New Employee Orientation Program on first date of employment.
 - b. Complete and return all required documentation to the personnel analyst.